

CITY OF LYNNWOOD
CIVIL SERVICE COMMISSION
MEETING MINUTES • CITY HALL, CONFERENCE ROOM 4

1 **10. Call to Order:** Meeting was called to order at 5:35pm on December 14, 2016 by Vice
2 Chair dos Remedios.

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4 **20. Roll Call:**

5 Commissioner Vice Chair Ed dos Remedios
6 Commissioner Gary Liming
7 Commissioner Loren Simmonds
8 HR Director Christine Scarlett
9 HR Manager Lori Charles
10 Police Commander Wes Deppa
11 Police Commander Chuck Steichen
12

13 **30. Approval of Minutes:**

14 Commissioner Liming moved to approve the meeting minutes of November 12, 2016
15 as written. Commissioner Simmonds seconded the motion. Motion passed.
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17 **40. Public Comments:** No public comments.
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19 **50. Staff Update:**

20 **50.1 Approval of November 12, 2016 Commission Minutes**

21 See Above

22 **50.2 Police Chief Recruitment**

23 HR Director Christine Scarlett advised the Commission that a RFP had been prepared
24 for the Police Chief recruitment and that it will be posted in January, 2017. The City
25 will select a firm based on the responses. Once the firm is chosen and the position
26 posted, the position will be open until filled however the City will hold a 30-day review
27 of applicants. Director Scarlett advised that there will be several interview panels
28 including a panel of direct staff, a panel that included other City staff, a community
29 panel as well as the City Council. The City expects to make an offer by the end of the
30 second quarter with a start date TBD. Director Scarlett reviewed the process of
31 submitting the top three candidates to Council and advised the Commission that the
32 process does allow for less than three candidates if that is the case. The Commission
33 asked if the search was going to be regional or national and Director Scarlett advised it
34 would be national. The Commission asked about the status and duration of the
35 employment contract with the current interim Police Chief. Director Scarlett advised
36 that the current interim Police Chief employment contract was for 18 months and that if
37 a new Police Chief was hired before the end of the employment contract, the City
38 would still honor the employment contract. The Commission asked if the current
39 interim Police Chief could apply and Director Scarlett advised the Commission that he
40 could. The Commission voiced concern about the recruitment process and the timeline
41 being too optimistic as the Commission had approved the interim Police Chief position
42 for 12 months. Director Scarlett stated that it was the City's belief that it would be able
43 to make a decision in that time period. There was further discussion by the
44 Commission that the hire may be more difficult as 2017 is an election year.
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46

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60. New Business:

60.1 Certify Entry Police Officer Eligibility List

Lori Charles reviewed the testing process with the Commission and presented the eligibility list to the Commission. Commissioner Simmonds moved to certify the Entry Police Eligibility List and Commissioner Liming seconded. Motion passed.

70. Old Business:

70.1 Correction of Fire Inspector Eligibility List

Lori Charles presented a corrected Fire Inspector Eligibility List for approval to reflect the updated title.

80. Comments for the Good of the Order:

Commander Steichen advised the Commission that at future meetings, Commander Deppa would be taking his place. Commander Deppa has been assigned to be the Administrative Commander and Commander Steichen is moving to Commander of CID.

Commander Steichen also advised the Commission that the City was considering removing the Police Chief and Fire Chief positions from Civil Service. Commander Steichen told the Commission that it was not a done deal but that there were serious conversations regarding this issue. Commissioner Liming stated that if that were to happen, it would be beyond the Commission's control. Commissioner dos Remedios said he didn't know the pros and cons of making such a change.

Commissioner Simmonds asked the Commission why the meetings started at 5:30pm and wondered if it could start earlier. The Commission discussed the start time and decided to leave it at 5:30pm.

90. Adjournment: Meeting adjourned at 6:05pm.

Approved:



Commission Chair/Vice Chair



Commission Secretary/Examiner